



# Time-in-Grade



# Crediting Non-GS Service



## 5 C.F.R. § 300.605(b) Creditable service.

Service in positions not subject to the General Schedule (GS) is credited at the equivalent GS grade by comparing the candidate's *rate of basic pay* with the representative rate (as defined in §351.203 of this chapter) of the GS position *in effect when the non-GS service was performed*. The equivalent GS grade is the GS grade with a representative rate that equals the candidate's rate of basic pay. *When the candidate's rate of basic pay falls between the representative rates of two GS grades, the non-GS service is credited at the higher grade.*

For Positions at Grades	Candidates may advance:
GS-12 or above	After completing at least 52 weeks in positions no more than one grade lower than the position to be filled.
GS-6 to GS-11	After completing at least 52 weeks in positions: <ul style="list-style-type: none"><li>•No more than two grades lower when the position to be filled is in a 2-grade interval line of work; or</li><li>•No more than one grade lower when the position to be filled is in a 1-grade interval line of work; or</li><li>•No more than one or two grades lower (agency discretion) when the position is in a line of work with a mixed interval promotion pattern.</li></ul>
GS-5 and below	Without time restriction, if the position to be filled is no more than two grades above the lowest grade the employee held within the past 52 weeks.



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- **Step 1: Use the appropriate GS salary table. Usually, the locality table is the correct choice. Use the GS base pay table for Overseas (foreign) positions. Never use a special salary rate table.**
- **Step 2: Compare the NSPS adjusted pay with the rep rate\* of the GS position in effect\*\* when the NSPS service was performed.**
  - \*Representative rate is the fourth step of the grade for a GS position using the locality rate authorized by 5 U.S.C. 5304.
  - \*\*If rate was earned in 2009, then compare rate of basic pay to 2009 locality tables
- **Step 3: Credit the non-GS service at the appropriate grade.**
  - If the NSPS adjusted pay equals the rep rate for a GS grade, the NSPS service is credited at that grade.
  - If the NSPS adjusted pay falls between the rep rates of two GS grades, the NSPS service is credited at the higher grade.



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Example 1: An employee is being considered for a GS-318-7 position and therefore needs 52 weeks at the GS-6 level. On April 11, 2010, the candidate transitioned from NSPS to a GS-318-6. Is the NSPS service creditable at the GS-6 for TIG purposes?

Beginning on:	NSPS Salary	GS-5, step 4 (Rep Rate)	GS-6, step 4 (Rep Rate)
Jan 4, 2009	\$35,294 (RUS)	\$33,849 (RUS)	\$37,730 (RUS)
Jan 3, 2010	\$37,219 (RUS)	\$34,445 (RUS)	\$38,397 (RUS)
Apr 11, 2010	GS-6, step 3 \$37,233 (RUS)		

For both 2009 and 2010, the NSPS salary falls between two rep rates, so it is credited at the higher grade (GS-6). The TIG restrictions for advancement to the GS-7 are met.



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Example 2: An HR Specialist in Richmond, VA, entered a career ladder position (YA-1) on June 22, 2009, and will transition as a GS-201-9 target 11 on May 23, 2010. When will she be eligible for promotion to GS-11?

Beginning on:	NSPS Salary	GS-5, step 4 (Rep Rate)	GS-7, step 4 (Rep Rate)
June 22, 2009	\$38,867(RCH)	\$34,515 (RCH)	\$42,754 (RCH)
Jan 3, 2010	\$40,033 (RCH)	\$35,142 (RCH)	\$43,534 (RCH)
May 23, 2010	GS-9, step 1 \$48,408 (RCH)		

Beginning in June 2009, the NSPS salary fell between the rep rates for GS-5 and GS-7, so it is credited at the higher grade (GS-7). Immediately after transition, she does not meet the TIG restrictions for advancement to the GS-11. In order to be eligible for promotion to GS-11, she needs 52 weeks at the GS-9 level starting in May 2010.



# Tips for crediting non-GS service

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## Tips for crediting non-GS service

- **Consider the entire service record vs. only the last position held**
- **Creditable service includes competitive and excepted service in positions under the General Schedule and other pay systems, including employment with a non-appropriated fund instrumentality**
- **For 2-grade interval positions, non-GS service is credited in the normal line of progression**
- **Service while on detail is credited at the grade of the position of record, not the grade of the detailed position**